

# **Columbia Academy**

## **Job Description**

### **Assistant Director of Admissions**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** ASSISTANT DIRECTOR OF ADMISSIONS

**REPORTS TO:** DIRECTOR OF ADMISSIONS

**PAYROLL STATUS:** HOURLY, NON-EXEMPT, FULL TIME, TEN MONTH  
TYPICAL HOURS 8:00 AM – 4:00 PM

**PURPOSE AND SCOPE OF THE POSITION**

The Assistant Director of Admissions reports to the Director of Admissions and assists in the identification, recruitment, and enrollment of prospective families with students in grades Jr. K – 12. The Assistant Director of Admissions will handle a variety of tasks and work with the Director of Admissions to maximize the effectiveness of the school’s admissions program.

**MAIN RESPONSIBILITIES AND JOB TASKS**

1. Maintain the prospective student database in a timely and accurate manner.
2. Coordinate all new applicant admissions in process, including securing all records and recommendations. Once approved, the Assistant is responsible for RenWeb/FACTS setup of new student and email acceptance notification to parents.
3. Assist in maintaining the RenWeb/FACTS Online Enrollment system.
4. Assistant must maintain a database with up to date information on all applicants during the period of November – August.
5. Offer support as needed with answering admissions calls, preparing admissions materials, providing admissions tours, and coordinating and working at admissions events (admissions tables at events, Preview Days, Open House, etc.).
6. Assist with selection and responsibilities of Student Ambassadors in both the Upper and Lower school. Maintain a database with information regarding duties performed by each ambassador and communicate assignments to the Upper School Student Ambassadors and the parents of Lower School Student Ambassadors.
7. Gather information for the new family Newbie Newsletter.
8. Work with the C.A.R.E. organization to coordinate room parents and engage new families in CA activities both in and out of the classroom.
9. Work with other departments on campus to assist students who are transitioning to a new school/campus. (i.e., Spring Hill 6<sup>th</sup> grade moving to Columbia, rising 7<sup>th</sup> grade, Preschool to Lower School.)
10. Assist with engagement activities for new families, such as the New Family Tailgate party.
11. Perform other duties as assigned by the Director of Admissions.
12. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

**KEY COMPETENCIES**

1. The ideal Assistant Director of Admissions shall
  - Have a minimum of one-year college or professional program completion with a college degree or its equivalent preferred

- Maintain a high level of accuracy in preparing and entering student information
  - Have knowledge of office administration
  - Have knowledge of computer programs including the ability to operate Google Sheets, Docs, Forms, and e-mail at a highly proficient level
  - Have prior admissions and/or sales experience
  - Knowledge of RenWeb/FACTS student database system
2. The Assistant Director of Admissions must demonstrate the following skills
- Attention to detail and high level of accuracy
  - Excellent interpersonal and organizational skills
  - Competent, professional, personable and efficient written and verbal communication skills
  - Ability to anticipate work needs and follow through with minimum direction
  - Ability to demonstrate sound judgment in decision making
3. The Assistant Director of Admissions must demonstrate the following personal attributes
- Be completely honest and trustworthy
  - Maintain strict confidentiality
  - Be respectful
  - Possess cultural awareness and sensitivity
  - Be flexible
  - Demonstrate sound work ethics

### **WORKING CONDITIONS**

The Assistant Director of Admissions may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she must also spend a significant time on the computer entering student information, which requires attention to detail and high levels of accuracy. There are occasional deadlines associated with this position, which may cause stress. The Assistant Director of Admissions must also deal with a wide variety of people on various issues.